



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE DEVELOPMENT AND ADMISSIONS COMMITTEE  
MEETING HELD ON 6<sup>th</sup> NOVEMBER 2017 6.00PM

**PRESENT:**

Terry Whittaker (Chair)	Chair of Governors
Satya Shar (Vice Chair)	Co-opted Governor
Simon Decker	Exec Principal
Alan Moore	Head of School
Jane Henry	Staff Governor
Jan Johnson	Co-opted Governor
Jon O'Donnell	Parent Governor
Stephen Roe	Co-opted Governor

**IN ATTENDANCE:** Trevor Watson Assistant Headteacher  
Casey Collyer (Clerk)

Item	Main discussions and agreed actions	Action by/when
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate.	
2	<b>Minutes and confidential minute of the meeting on 10 July 2017 - approval for accuracy</b> - the minutes and confidential minute of the meeting of 10 <sup>th</sup> July were accepted as a true record and the Chair signed the minutes.	
3	<b>Matters Arising</b>	
	3.1 Homework portal - The Head of School (HOS) advised that the working party would report back in the summer term via the school development plan Clerk to add to June agenda	ATM/ Clerk
	3.2 8 <sup>th</sup> form of entry -the HOS reported that the working group had been set up and had been due to report back in the new year. However, the emphasis had now changed from whether an 8 <sup>th</sup> form was viable to how to manage 8 forms  The Executive Principal (EP) reported that once the appeal outcome for the new art block was known, he and the Chair of Governors (CoG) met with P Clark from the Local Authority (LA) and Councillor Martin Potter to discuss Medway's need for more grammar school places from Sept 18. Together they had reviewed the plans and planning permission for the declined art block. As a result, the LA expressed their interest in funding the new build on the condition that RMGS took an 8 <sup>th</sup> form of entry. A further meeting and site inspection with P Clark and R Banks (Project Manager) will take place on 15 <sup>th</sup> November 17. <b>Governors asked whether this was a firm commitment from LA to increase to 8 forms of entry.</b> The EP thought it was. The meeting discussed the implications of an 8 <sup>th</sup> form which could only be accommodated for one year without extra build, the need to strengthen the catering and pastoral systems and how a shortage of space could potentially impact SEND capacity. Other	SD/TWh

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		potential solutions were a vend point for drinks and how this could work with the cashless system. The HOS advised that a working party (which included support staff representation) was looking at these issues and would develop an action plan to be reported at the additional Dev & Admin meeting on Wed 20 <sup>th</sup> December at 5pm. The HOS stressed that accommodating 8 <sup>th</sup> forms was totally dependent on confirmation of the build. The Chair agreed and requested that all key needs were identified and reported at the December meeting. <b>J Henry joined the meeting at 18.14pm</b>	ATM
	3.3/4	completed	
	3.5	The Chair clarified the need for a mechanism to demonstrate how the LGB monitored and managed their performance and which could be reported back to the Trust. C Dorrington had agreed to produce an outline and report back to the LGB at the meeting in January	CD
	3.6	The Clerk had advised that the LGB was now at capacity and therefore L Bourne had not been contacted. The Chair requested that J Johnson approach her as he felt her skills would be extremely useful to the LGB. The HOS agreed with this decision. The Trust will be asked to approve an increase to the membership of the LGB.	JJ Clerk
	3.7	The Clerk had contacted B Kemp who confirmed he wished to remain on the LGB and had advised he could attend all meeting this academic year.	
<b>School Development</b>			
<b>4</b>	<b>Science college report</b>		
		The report had been circulated with agenda (copy filed with the minutes). The HOS highlighted key achievements such as <ul style="list-style-type: none"> <li>- 575 cpd days were planned and the team had already achieved 305</li> <li>- Science and leadership had been featured in the Princes Teaching Institute report</li> <li>- Primary outreach is now extending past the schools within the Trust and feedback has been very positive.</li> </ul> <b>Governors asked how it was decided which schools to support.</b> The HOS advised that schools within the Trust had priority, then schools within the local community or on the edge of the Trust were considered. In addition, those primaries where we had good relationships were also included. Where primaries had joined other Trusts, the support was slowly being withdrawn. The EP explained that financing the outreach was challenging and that the HOS and K Frost were looking at submitting a bid to the academy improvement fund which would free staff to support subjects in primary schools. <b>Governors asked whether it would pay for replacement staff for RMGS.</b> The HOS advised it would. The school would hear in March and if successful, enable them to be facilitate this in the September timetable. <b>Governors asked how the staff viewed this</b> and the HOS confirmed they supported the initiative as it gave opportunities for development and expansion.	
<b>5</b>	<b>School Development plan update</b>		

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5.1	The HOS gave a verbal report and advised that summary would be circulated with the minutes (copy filed with minutes). Key highlights were: There would be an examination week in June and a meeting had taken place with the unions. <b>Governors asked whether the school asked parents for support with invigilating exams.</b> The HOS advised that the school did for public exams and acknowledged that volunteers, even governors, could be used more in this way. <b>Governors asked if appropriate training was available</b> and the HOS confirmed there was an established training programme.	Clerk
5.2	The HOS was pleased to report that the new 6 <sup>th</sup> form initiatives were working extremely well. The core team were monitoring performance management and exploring how to link the SDP into performance management to drive 6 <sup>th</sup> form performance. The first Yr13 monitoring had taken place that day and anecdotal evidence showed strong movement in the right direction. <b>S Roe reported that he had been asked to attend a presentation by the 6<sup>th</sup> form on gender equality.</b>	
5.3	The programme of department reviews had been looked at and the use of an external agency had been discussed.	
5.4	The HOS reported significant changes to house system based on feedback from students. They preferred to align themselves to their tutor groups. <b>Governors asked whether the house system had developed a positive competitive spirit throughout the school with regard to sports and attainment</b> and the HOS confirmed it had. Everything linked to the house system which would now align with the 7 tutor groups which all had existing names.	
5.5	There were now secondments to the leadership group for middle leaders. <b>Governors asked how these were selected</b> and the HOS advised that the secondments were advertised and interviews were held with the EP.	
5.6	This item was deemed confidential and reported separately.	
5.7	The support staff meetings with the senior leadership member were continuing and a report will be available for the next meeting.	KF
5.8	The HOS reported that there was concern about the rising cost for staff cover for school trips. A meeting had been held with the unions to this effect and departments had been asked to review their planned trips. The AHT and HOS were pleased to report curriculum heads had reviewed and agreed the essential trips and there would be a reduction in other trips. The Union didn't think this was an unreasonable approach as it was the potential loss of teaching time which needed to be managed effectively.	
<b>6</b>	<b>Departmental review update</b>	
6.1	Design dept - the HOS reported that the department had a new Head appointed last year and they had made great progress. The department was working as a team but it was too early to see improvements in the results. <b>Governors asked if there was a document detailing this review</b>	

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		and the AHT confirmed that it would be presented at the next meeting as it wasn't available yet. It was in a new format which reflected the Ofsted format. <b>Governors asked if it could be circulated as soon as it was available rather than wait to be presented at the next meeting in March.</b> The next review would be Psychology, Sociology and Film studies.	
<b>7</b>	<b>Curriculum update</b>		
	7.1	This item was deemed confidential and minuted separately.	
<b>8</b>	<b>Review exclusion figures for last academic year</b>		
	8.1	The HOS reported the exclusion figures for 2016-17. There were 22 fixed term exclusions of 17 students. There had only been 9 students the previous year. It was a small statistical fluctuation relating to a small group of students. It was split across the year groups and no particular trend evidenced. The AHT drew Governors attention to the fact that as student numbers increased, so would the number of exclusions.	
<b>9</b>	<b>Headteachers report on performance management</b>		
	9.1	The HOS was pleased to report that overall this year's performance management had been robust and fair. The moderation group met as normal to review all decisions at line manager level and concluded these were also fair and robust. Finally, all Assistant Headteachers had successful reviews.	
<b>10</b>	<b>SEN Report from Link Governor</b>		
	10.1	The report had been circulated with the agenda. There were no further questions.	
<b>11</b>	<b>Policies for Review</b>		
	11.1	RMET Attendance and 6 <sup>th</sup> form attendance - <b>Governors asked how the school celebrated good attendance</b> and the HOS advised it was via 'tag days'. <b>Governors approved the policy.</b>	
	11.2	RMET Behaviour - there were no significant changes <b>Governors approved the policy.</b>	
	11.3	Drugs - there were no significant changes <b>Governors approved the policy.</b>	
	11.4	Curriculum - there were no significant changes <b>Governors approved the policy.</b>	
	11.5	Assessment - there were no significant changes <b>Governors approved the policy.</b>	
	11.6	Admissions 2019 - the HOS recommended the following changes:  1. a change to the policy relating to the supplementary information form. Last year some issues arose within the appeals, when the previous version of supplementary form didn't make it clear about the date of eligibility regarding free school meals. The HOS was waiting confirmation from Medway as to whether the school could specify a particular cut-off date (date in January) or alternatively if a child was eligible at any point between a date range.	

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		<p>2. adding 'continuous basis' to staff term of office to qualify for their child to attend RMGS</p> <p>6<sup>th</sup> form admissions</p> <p>1. Section 6 - rewording to specify Best 8 score of 46 minimum</p> <p>2. Based on feedback from a recent casual appeal panel to remove the need to take up references. <b>Governors agreed the policy on this basis.</b></p>	
<b>12</b>	<b>Review of RMGS data on performance tables</b>		
	12.1	The HOS and AHT were disappointed to report the A- level results. A-level results which had been in decline over the last few years, had been turned round significantly last year. So it was disappointing to report that this year's result fell into the "Just significantly under" category by a wafer thin margin of 0.01%. English results were exceptional but 5 subject didn't perform as well as expected and two of those were big entry subjects which adversely affected the results. The Chair commented that the results only confirmed what the LGB already knew and that the school leadership had already put in place strategies which were showing significant improvement. The HOS was pleased to report that the GCSE results were better than the leadership had expected and the current Yr11's are meeting expected targets.	
<b>13</b>	<b>Risk register</b>		
	13.1	Academic - the School Business Manager and HOS had reviewed this risk and were pleased to report that all risks were identified and well managed.	
<b>Other</b>			
<b>14</b>	<b>Confidentiality</b> There were two items deemed confidential and have been minuted separately.		
<b>15</b>	<b>Any Other Business</b>		
	15.1	Governor services SLA - deferred to next meeting.	Clerk
<b>The meeting closed at 7.23pm. Date of next meeting: 5<sup>th</sup> March 2018 6pm</b>			

ACTIONS

3.1	Homework portal working group report back June meeting	ATM/ Clerk
3.2	Site meeting with LA on 15 <sup>th</sup> November	SD/TWh
3.2	HOS to report back on the 8 <sup>th</sup> form working party at D&A meeting on 20 <sup>th</sup> Dec	ATM
3.5	C Dorrington to present draft outline governance development plan to LGB at the January meeting	CD
3.6	J Johnson to contact L Bourne about joining the LGB	JJ
5.1	School development plan summary report to be circulated with the minutes	Clerk
5.7	Support staff meetings report to be added to next meeting agenda	Clerk
15.1	Clerk to add review of Governors Services SLA to next meeting agenda	Clerk

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